

Sample Proposal

(This proposal has been invented for the purposes of offering a model to potential applicants. It is not modeled off received applications and any similarity to an existing organization or grant is purely coincidental.)

Contact Details:

Name: Green Organization

Point of Contact: Joe Smith

Phone: 087 0000000

E-mail: joesmith@----.ie

Description of Organization Requesting Funding *(Please describe your organization. When was it founded? What is the focus of your programming or outreach? Give an example of a recent program, festival, or outreach event you have organized.)*

Example

The Green Organization is a voluntary membership organization founded in 1988 to bring greater awareness to Ireland about environmental issues. Initially, outreach was done through programs with schools and the focus was on young children. Beginning in 1995, the Green Organization began organizing a yearly conference aimed at university students on environmental issues. This year's theme is "Greener Tech, Greener World." It will include participation from University X, Y, and Z, as well as local technology companies. More information on our organization is available at www....

Program Proposal *(Please describe your request for funding. Include the date, the expected audience (who and how many), and the location of the event. If you are requesting a portion of the funding for a larger event, please highlight what part you would like the American embassy to fund. **Be sure to highlight the American element in the program.** No grants will be considered without an American element included. Also please mention any in-kind donation or cost sharing in this section.*

Our most common funding is for Americans to take part in Irish events (conferences, festivals, exhibits, etc.). In this case, name the American you would like to bring to Ireland and what event he/she will be taking part in. Be sure to include biographical information on the U.S. participant to show how his or her expertise will add to your event. Feel free to attach a separate biography of the speaker. Please also mention if the American would be willing to do additional outreach activities with the U.S. Embassy.)

Example

We are requesting funding for Dr. John Doe of Environmentalism America to be our keynote speaker at a one day conference to be held at X University. Dr. Doe is a professor at W University in green technology with a specialization in marine renewables. He is also well known for his public access television show on technology for children. He has been advising our organization for 2 years but has not visited Ireland in that time.

The conference will be attended by university students at X, Y, and Z Dublin-based universities. We expect about 80 attendees. Outreach has also been made to universities in Limerick and Cork. The conference has been highlighted in X University's student newspaper and we have sent out a press release to the Irish Times, Irish Independent and RTE. The conference website is available at www...

Budget

For grants under €3,000 (Provide a narrative description of what the U.S. Embassy will be funding. Also include a short narrative of any cost-sharing provided by your organization or others.)

Example

We are requesting €2,000. This will cover Dr. John Doe's plane ticket to Ireland, 3 nights' accommodation at the B hotel and meals and incidentals while he is here.

Cost Sharing

The Green Organization is seeking multiple sponsors to cover all aspects of the conference, including using funds from the organizations members. Other sponsors include X University and Green Stuff Organization.

For grants over €3,000

Provide a spreadsheet itemizing the budget. Numbers do not to be exact but should be good estimations. Unrealistic proposals will not be considered. If successful, more exact figures will need to be provided. Receipts will need to be provided by successful applicants.

BUDGET	
Travel	
X Hotel (€124 x 3) x 2 people	€ 744
Airlines	€ 2,000
Honorarium (€100 x 3 days x 2 people)	€ 600
Venue Rental	
Equipment	
Supplies	
Other	
Cost Sharing	
TOTAL	€ 3,344

Please note: We recognize that figures such as plane tickets are often estimates, but please provide as close an estimate as possible. Once an application is accepted for funding, Embassy staff may request revisions to the budget or that the budget resubmitted in a revised format.